

VRO GUIDELINE –
PERSISTENCE- COLLECTION OF
W9s and W8s ON ONE-TIME PAYMENT VENDORS

Checklist Reference – VRO – Exception Spreadsheet

Narrative - A vendor is either considered one-time or global (persistence of “regular”). The persistence of one-time works well when the State is paying a vendor will never be paid again. By having the vendor go to inactive status upon payment, regular maintenance by VRO is greatly decreased.

1. When an agency requests a new vendor and states that it is for a one-time payment, ask the amount of the payment. If the payment is more than \$599.99, a W-9 is required – it does not matter whether or not the payment is reportable. Refer the agency personnel to Fiscal Policy 110 if you meet resistance.
2. If the payment is less than \$600, no W-9 is needed for the initial set up.
 - a. Name 2 should read “DO NOT REACTIVATE W/O A W-9.” Since there will be no 1099 on this payment, it is okay to leave this on Name 2.
 - b. This vendor cannot be reactivated until a W-9 is collected, regardless of dollar amount or the type of payment (unless the payment falls into one of the exceptions listed on the Exception Spreadsheet.

Problems with using one-time vendors:

1. Sometimes vouchers get hung up when using a one-time vendor.

NOTE: If this happens, change the status of the vendor from “Approved” to “Inactive.” Sounds backwards, but the check will print and the vendor will stay inactive.

2. If VMR’s are not careful, they may set up a duplicate vendor rather than reactivating the one-time vendor.

If a vendor is set up with a persistence of ‘one-time,’ what happens if he needs to be paid again?

Change the vendor status to ‘Active’ and change the persistence to ‘Regular’ before making your second payment to that vendor. **Please do not enter the vendor into the database a second time.**

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.